

NEW YORK CITY FIRE DEPARTMENT
BUREAU OF FIRE PREVENTION
PUBLIC CERTIFICATION AND EDUCATION

Alternative Issuance Procedure (AIP) Information for F-40

This document provides the procedures to follow in order to obtain a **Certificate of Fitness for Operator of Central Station Signaling Systems (F-40)** without a written exam administered by the New York City Fire Department.

Application for AIP must be submitted online. If the application meets all requirements, a Certificate of Fitness will be sent to the applicant's or company's mailing address within five business days.

Applicants must understand that the Fire Department reserves the right to randomly call up to test the applicants who are issued by AIP. Applicant who has failed the written exam will not be allowed to take advantage of this policy.

1. How to Apply:

If you meet the requirements below you can submit an application(s) electronically online through NYC Business Express - <https://www1.nyc.gov/nycbusiness/index#C> : (a) individually or (b) through FDNY approved employer's designated coordinator.

- a. An individual applicant can submit his/her own application. *(If you are an individual, you can only submit your own application.)*
- b. A designated coordinator (DC) can submit application(s) on behalf of the company's employees. The company's authorized DC must be approved by FDNY. To request approval, email to arayae@fdny.nyc.gov

2. Qualification Requirements: *(applicants must submit all supporting requirements electronically online)*

2.1. Education, License and Experience Requirements

Applicants must have one of the following qualifications:

- A NYS license to Install, Repair, and Maintain Fire Alarm Systems
- Three years of satisfactory experience as an airport or railroad traffic controller, or as a fire alarm dispatcher in a Class "A" fire alarm system, or in radio or in another communication activity involving emergency dispatching; and Central Station Operator's Course
- Three years of responsible, satisfactory experience in a public contact field of work Requiring obtaining of information to provide immediate assistance to persons in emergency or critical situations in which lives and/or property are in jeopardy and Central Station Operator's Course.

(Degree issued from outside USA or is not in English shall be evaluated by an independent evaluation service accepted by NYC Fire Department.)

http://www.nyc.gov/html/fdny/pdf/cof_study_material/foreign_education_evaluation_guide.pdf

2.2. Employee Affirmation Form *(Notarization of this form is required for individually submitted application and certify the following rules & regulations are read on the applicant affirmation form)*

http://www.nyc.gov/html/fdny/pdf/fdny_cof_applicant_affirmation_form.pdf

1. Fire Code: **901 and 907**

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2. Fire Department Rules: **3RCNY §9 01-01 Section (f)**_____
3. National Fire Protection Association: **NFPA 72 (2010 Edition)**_____
4. Certificate of Fitness Study material for **F-40**_____
http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_40_st_mat.pdf
5. Other_____

2.3. Photo

A recent photo (2x2 head shot) in JPG or JPEG format.

2.4. Application Fee

The application fee for **F-40** is \$ **25**. The following payment methods are acceptable:

- Credit Card (American Express, Discover, MasterCard, or Visa)
- Debit card (MasterCard or Visa)
- E-Check

For fee waivers please submit: *(Only government employees who will use their C of F for their work-related responsibilities are eligible for fee waivers.)*

- An agency letter with official letter head; **AND**
- Copy of identification card issued by the agency

A convenience fee of 2.49% will be applied to all credit card payments

3. Renewal Information

FDNY also reserves the right to require the applicants to take a re-examination upon submission of the renewal application. This Certificate of Fitness must be renewed every **THREE YEARS**. The renewal fee is **\$15**. The certificate can be renewed on-line, by mail or in person. For more detail renewal information, review **F-40** Notice of Exam:

http://www.nyc.gov/html/fdny/pdf/cof_study_material/f_40_noe.pdf